

Finding the right Apprenticeship

Andy Fawcett

**Greater Manchester Learning Provider
Network**

GMLPN

- A network of over 100 independent training providers, further education colleges and universities delivering workforce skills training in Greater Manchester
- Collectively delivering more than 80% of the Apprenticeship training delivered in Greater Manchester to over 8,000 businesses and 30,000 individuals each year
- Working collectively to improve the quality of skills provision
- Lobbying Government to influence and enhance skills policy and implementation



Employers in the driving seat.....

- Apprenticeship reforms are part of a national strategy to redesign our technical education system
- The reforms place employers in the driving seat so that Apprenticeship meet employer needs and quality is enhanced.
- Apprenticeship Standards are designed and tested by employers
- Employers have greater choice and greater control over public funding

Employers engaged.....

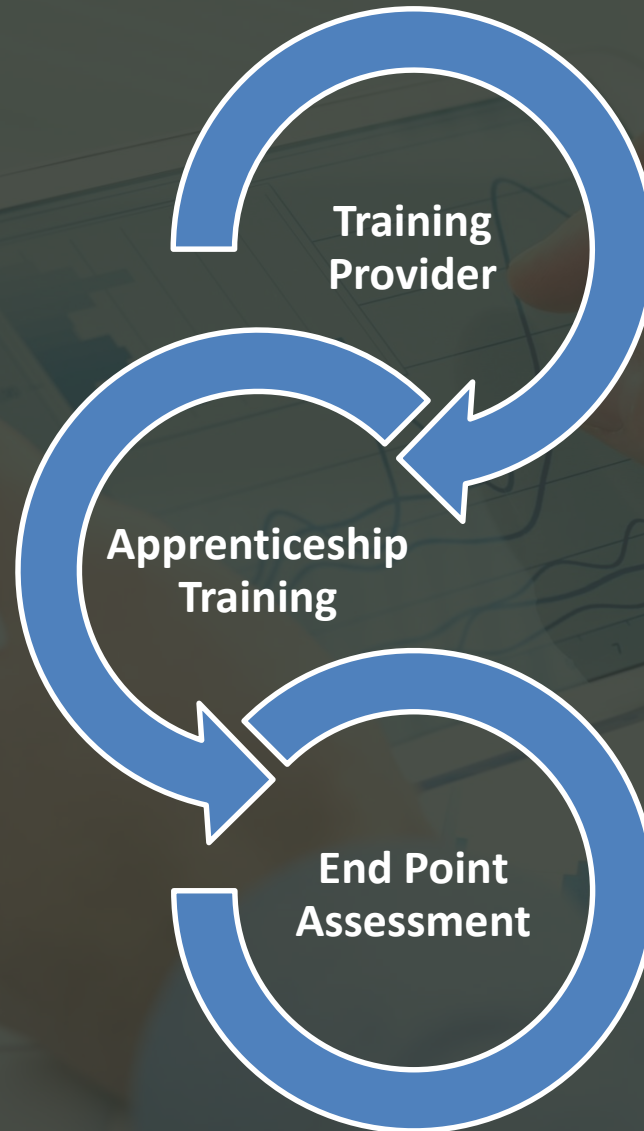
- Apprenticeships are defined in law and embrace additional employment rights
- Commitment Statements and Apprenticeship Agreements are mandatory
- SMEs must make a financial contribution set at 10%
- Each Framework or Standard has a maximum price cap
Price is negotiable
- The employer can deliver some aspects of the training
- 20% off the job training is a mandatory element
- Minimum duration of at least 12 months

Recruiting Apprentices.....

- You are in good company with over 8,000 organisations in Greater Manchester recruiting thirty thousand Apprentices every year
- 80% of Apprentices are employed by micro businesses and SMEs
- Three quarters of all businesses report improved quality and productivity
- Substantial evidence that recruitments costs decrease and staff retention improves
- A modest investment can realise major savings especially for under 25s with additional incentives for 16-18 year olds
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The Apprenticeship Training Journey

Critical that the employer understands their role and is actively involved in both the design and delivery of the programme of training



Opportunity to develop a long term strategic relationship rather than purely buying training

Independent End Point Assessment Organisation



Selecting a Provider

Key Questions on Standards & Frameworks

- Which standards are available
- Do they meet the needs of the individual & your organisation
- Are there alternative Standards which are more appropriate to the job role
- Are End Point Assessment (EPA) organisations in place
- Is End Point Assessment Available
- What experience has the training provider in taking Apprentices through the EPA process

Essentials.....

Apprentices must dos and haves:

- Apprentices must work towards an [approved apprenticeship standard or framework](#). Their training must last at least 12 months.
- They must be employed in a real job that gives them the opportunity to gain the knowledge and skills they need to pass their assessment.
- You must pay your apprentice for time spent training or studying for their apprenticeship, whether while at work or at a college or training organisation.
- You must offer apprentices the same conditions as other employees working at similar grades or in similar roles.

Essentials.....

You must sign **an apprenticeship agreement** with your apprentice.

This gives details of what you agree to do for the apprentice, including:

- how long you'll employ them for
- the training you'll give them
- their working conditions
- the qualifications/standard they are working towards

Essentials.....

Commitment Statements

You must also sign a commitment statement with your apprentice and the training organisation.

It must include:

- the planned content and schedule for training
- what is expected and offered by the employer, the training organisation and the apprentice
- how to resolve queries or complaints



Additional Resources and Sources of information

Finding Apprenticeship Training

Step 1 – Google Find an Apprenticeship Standard

Step 2 - Access the Institute for Apprenticeships website

Step 3 – Enter a description of an occupation – for example motor vehicle repair technician

Step 4 – Basic information is displayed

Recruiting Apprentices

Hiring your apprentice

There are several steps to taking on an apprentice.

Choose a [Standards and Frameworks](#) an apprenticeship in your industry and at a suitable level.

[Find Apprenticeship Training](#) for the apprenticeship framework or standard you've chosen.

Check what [Funding is Available](#).

Advertise your apprenticeship - your training organisation will do this for you through the [find an apprenticeship](#) service.

Select your apprentice and [make an apprenticeship agreement and commitment statement](#) with them.

Additional Sources of Information

- OfSTED Reports
 - Search by provider name for the latest report
- FE Choices – Learner and Employer satisfaction surveys – [FE Choices employer satisfaction survey 2016 to 2017 - GOV.UK](#)
- OfSTED also survey employers regarding their satisfaction with their training provider or college as part of the inspection process but the response rates are incredibly low.
- Ask for details of any employer and/or Apprentice satisfaction surveys which the training provider has undertaken.





Selecting a Provider

Key Questions employer might pose :

- Trading history and turnover
- Length of time delivering Apprenticeships in your industry/occupational sector
- Do they have a n ESFA contract for the delivery of Apprenticeships
- Current OfSTED grade (if applicable)
- Volumes of Apprenticeship starts
- How many starts on standards and how many on frameworks in the last 6 months
- Retention and achievement rates



Good training providers.....

- Develop a sound understanding of you and your business needs
- Undertake a detailed initial baseline assessment of the Apprentices current skills, knowledge and behaviours against the Apprenticeship Standard .
- Design a learning programme which meets the needs of the individual
- Set out in detail the role and responsibilities of the training provider, the Apprentice and the employer
- Offer support and training to the employer to enhance the quality of the overall Apprenticeship training
- Undertake regular reviews alongside you and the Apprentice providing detailed feedback & next steps
- Be able to demonstrate the return on investment

Help and Support

Apprenticeship Growth Service

The Apprenticeship Growth Service (AGS) team are a group of specialist advisors with all the latest knowledge around training and upskilling, from the funding available to providers across Greater Manchester.

Their goal is to share their expertise and know-how, and will support your business throughout your search, from finding the right course to the right training provider.

GET IN TOUCH

[Apprenticeship Growth Service | Business Growth Hub](#)

E-mail - Natalie.McGrath@businessgrowthhub.com